Supreme Court of Kentucky

ORDER

IN RE:

ORDER APPROVING THE LOCAL RULES OF PRACTICE AND PROCEDURE FOR THE 52ND JUDICIAL DISTRICT COURT, GRAVES COUNTY

Upon recommendation of the District Judge of the 52nd Judicial District, and being otherwise sufficiently advised,

The Local Rules of Practice and Procedure for the 52nd Judicial District, Graves County, are hereby approved. This order shall be effective as of the date of this Order, and shall remain in effect until further orders of this Court. Entered this the 13th day of April 2012.

CHIEF JUSTICE JOHN D. MINTON, JE

RULES OF PRACTICE OF THE GRAVES DISTRICT COURT 52nd JUDICIAL DISTRICT

Rule 1. <u>Introduction/Administrative Procedure</u>

101. Introduction/Preface

These rules shall, except for good cause as determined by the Court, apply to practice in the Graves District Court, subject to the Rules of Criminal Procedure, Civil Procedure, and Family Court Rules of Procedure and Practice (FCRPP).

102. Effective date

These rules are effective upon date of approval by the Kentucky Supreme Court.

103. Citation

These rules may be cited as "RGDC" of "Rules of the Graves District Court."

104. Assignment of Cases

There is no assignment necessary as there is only one division in the Graves District Court.

105. Holidays

"Holidays" shall be the same as those observed annually by the Kentucky Court of Justice.

Rule 2. <u>Court Scheduling/Motion Hour/Procedures for Filing</u>

201. Regular Motion Hour Schedule

Unless otherwise ordered by the Court, the following Court schedule shall be observed:

Juvenile Court - 1st, 3rd, and 5th Tuesdays at 9:00 a.m.

Criminal Court - Every Wednesday at 9:00 a.m. (Preliminary hearings at 1:00 p.m.)

Traffic Court - Every Thursday at 9:00 a.m.

Probate Court – 1st, 3rd, & 5th Mondays of each month, 2nd & 4th

Tuesdays, and all Fridays of each month at 9:00 AM.

Domestic Violence - 8:30 a.m. on Mondays and as assigned.

Small Claims - 4th Mondays at 9:00 a.m. and 1:30 p.m.

Traffic Bench Trials - 2nd Mondays at 10:30 a.m.

Criminal Bench Trials - 3rd Mondays at 10:30 a.m.

Civil Motions/Forcible Detainers/Paternity/Child Support - 2nd and 4th Tuesdays at 1:30 p.m.

Jury trials, Disability Trials, other hearings, as scheduled individually.

202. Exceptions to Regular Motion Hour Schedule

Emergency hearings, such as in Juvenile or disability cases, shall be set by the Court on an "as needed" basis and within time limitations required by statute.

203. Deadlines for Serving and Filing Motions

By close of business seven (7) days prior to hearing unless a holiday falls on the 7th day prior to hearing, in which event, motion must be filed by close of business on the last business day prior to said holiday.

204. Continuances

Any bench or jury trials, suppression hearings, juvenile adjudications, or other type of hearing with witnesses, shall not be continued except by the following methods:

- 1. Properly filed and noticed "motions for continuance" (the preferred method, absent a last minute emergency or development).
- 2. Bench conference or telephone conference with all parties in attendance.
- 3. Written agreed order setting out the reason for the continuance and signed by all parties and the Court. Caution: do not <u>assume</u> the continuance will be granted. Make sure the Court has also signed before taking further action.

DO NOT CANCEL WITNESSES UNTIL YOU ARE CERTAIN THE COURT HAS GRANTED THE CONTINUANCE

Rule 3. <u>Domestic Violence Protocol and 24 Hour Access Policy</u>

The Domestic Violence Protocol and 24 Hour Access Policy is attached hereto as Appendix "A, and is incorporated herein as if copied in full.

Rule 4. Paternity

- District Court shall be the proper court for the purpose of establishing paternity, and orders of support. Pursuant to FCRPP 14(2), in any petition for establishment of custody or visitation, however, the District Court declines jurisdiction and those petitions shall be filed in the Graves Circuit Court, in accordance with rules thereof.
- Pursuant to FCRPP 14(1), in any motion to re-open a paternity case in which an order has been entered more than six (6) months prior, movant shall pay a \$50.00 re-opening fee to the clerk.
- No re-opening fees shall be paid for any Agreed Orders submitted without a motion.

Rule 5. Dependency Neglect and Abuse

local law enforcement with assistance of the worker "on call" for the Cabinet for Health and Family Services (CHFS). Once the CHFS worker has done its preliminary investigation into the matter, the worker shall call the District Judge to make arrangements to present the petition to the Judge for review and further action. Pursuant to KRS 620.040(5)(c), law enforcement officers may hold the child in protective custody for up to twelve (12) hours to locate/consult with CHFS, and the District Judge. Pretrial Conferences and adjudications shall be heard on the 1st, 3rd, and 5th Tuesdays at 9:00 a.m., unless otherwise scheduled by the Court.

Rule 6. Status Offenses - Juvenile/Public Offenses

- Arraignments not held at a detention hearing, shall be on the 1st Monday of each month at 1:00 p.m. Pretrial Conferences and adjudications of status offenses/public offenses shall be held on the 1st, 3rd, and 5th Tuesdays at 1:00 p.m., unless otherwise scheduled.
- 602. All "Beyond Control" and Truancy Petitions filed with the CDW shall be accompanied by appropriate Affidavits on AOC Form JV-38, JV-38.1, or JV-41 as required by FCRPP 40.

Miscellaneous Rules Relating to Family Practice (CR 7.03, et al) Rule 7.

701. Redaction of Personal Identifiers (CR 7.03)

601.

All pleadings must comply with the requirements of KRS Chapters A. 205, 403, 405, 406, and 407 by providing the personal identifying information required in those chapters. However, except as set forth in paragraph B below, where personal identifiers are required by statute or contained in other documents or exhibits filed with the court pursuant to the above-stated chapters, parties shall comply with CR 7.03(1)(b) by filing one copy from which any personal data has been redacted and filing an unredacted copy in a marked and sealed envelope. The clerk of the court shall allow the unredacted sealed copy of the pleading, document, or exhibit containing personal identifiers to be accessed only by a party to the case, an attorney of record in the case, a judge of the court or other authorized court personnel, a duly authorized

employee or agent of the Cabinet for Health and Family Services involved in child support matters attendant to the case, or a person authorized to view the copy by specific orders of the court. As used in this section, "personal identifier" means a Social Security number or tax-payer identification number, date of birth, or financial account number.

- B. Pleadings, documents, or exhibits filed in actions deemed confidential by statute need not be redacted, and any access to those files shall be governed by KRS 199.570, KRS 610.340. KRS 625.045 and KRS 625.108.
- Motions for attorney's fees in disability cases, juvenile, and GAL fees shall be filed on appropriate forms (AOC and FAC), with any required Affidavits which shall reflect time spent in Court and time spent out of Court.

Rule 8. General District Civil

801. Motion Filings

The deadline for filing motions to be heard on motion days is by close of business seven (7) days prior to hearing unless a holiday falls on the 7th day prior to hearing, in which event, motion must be filed by close of business on the last business day prior to said holiday. Each motion shall be served on opposing counsel, or party not represented by counsel and entitled to notice, in conformance with CR 5.02. No motion shall be docketed unless filed in writing with the clerk. A movant may bring a

motion under the provisions of CR 78(2) which makes provision for the determination of motions without oral hearings upon brief written statements of reasons in support and opposition. The movant shall give notice that the motion is made under CR 78(2) and shall direct the attention of the opposing attorney (or party if there is no attorney)to the fact that under this local rule the motion may be granted routinely by the court ten (10) days after filing unless a response is filed.

802. Default Judgment

Motions for Default Judgment shall not be set for hearing and will be considered by the court without the necessity of counsel for movant or pro se movant appearing before the court.

(a) All motions for Default Judgment in claims involving a liquidated amount shall be accompanied by a Default Judgment Certificate as follows:

DEFAULT JUDGMENT CERTIFICATE

Plaintiff, by counsel, certifies that:

1) defen	No papers have been served on plaintiff's counsel by the idant(s) in default.
2)	Defendant(s) were served on
3)	The balance due the plaintiff is as follows:
a)	The amount of the original obligation is \$
b)	The amount paid by defendant(s) to be deducted from the original obligation is \$

c)	If the obligation contains pre-computed interest, an other precomputed charges, the amount to be deducted by statute is \$
d)	The balance due from defendant(s) is \$

If the balance due on line "d" above is different from the amount sought in the Default Judgment, the reason

803. Tendered Orders

is:

All motions may be accompanied by a tendered order. Tendered orders shall bear headings designating the relief granted and shall designate in the lower left corner all attorneys to whom copies shall be sent. If the attorney is from out of town or is a pro se litigant, their complete address must be listed in the tendered order.

The Court may assign another date and time for any motion that requires more than fifteen (15) minutes for a hearing, and counsel shall appear with their calendar prepared to schedule same.

805. Trials

A party desiring a jury trial must demand it as provided in CR 38.02 and, otherwise, the Court may consider any right thereto waived, and the trial, if any, may be heard by the Court.

806. Pretrial Conferences

At its discretion the Court may require the parties to meet in order to discuss and narrow the issues. Parties should be prepared to stipulate facts

as to the admissibility of certain documents or other such evidence, to agree upon the issues to be tried, and to tender proposed instructions.

807. Settlements

All parties shall notify the Court not less than forty-eight (48) hours prior to a trial of a civil case of any settlement therein.

Rule 9. <u>District Criminal</u>

901. Guilty pleas

When the defendant's case has been scheduled for trial, all reasonable efforts shall be made to prevent unnecessary delay of the trial and inconvenience to the jury. Attorneys and defendants are to use their best efforts toward settlement and should exhaust completely all efforts toward settlement, and the Court shall be advised of any settlement no later than 4:00 PM CST on the date prior to trial, or be subject to payment of jury fees.

902. Pretrial Conferences and Jury Trials

Pretrial conferences will be held as a matter of course in all criminal and traffic cases in which a jury trial has been requested. If an agreement cannot be reached at this conference, the defendant's case will be scheduled for trial by jury or the Court.

Rule 10. Non-Felony Diversion Program

1001. Eligibility Requirements

A. All persons charged in District Court with the commission of a misdemeanor or violation shall be eligible for participation in the

Diversion Program, as an alternative to criminal prosecution, subject to the following conditions and exceptions:

- Except as provided in subsection B and C, a prior conviction for a felony offense, misdemeanor offense or violation, shall preclude eligibility.
- Prior convictions for violations of traffic regulations under KRS Chapters 186 and 189 shall not preclude eligibility. A prior conviction for DUI will preclude eligibility.
- 3. Except as provided in subsection C, a person charged with a violent/assultive crime shall not be eligible for participation in the Diversion Program.
- 4. Except as provided in subsection C, a person charged with violation of the public trust, under KRS Ch . 522 shall not be eligible for participation in the Diversion Program.
- 5. Except as provided in subsection C, a person charged with violating any traffic regulation under KRS Ch. 186, 189,189A, shall not be eligible for participation in the Diversion Program.
- 6. Except as provided in subsection C, a person who has previously participated in the Diversion Program in this County or any other jurisdiction within or without the Commonwealth of Kentucky shall not be eligible for participation in the Diversion Program.

- B. Where a person is charged with an offense of public intoxication under KRS 525.100 or alcohol intoxication under KRS 222 .202, and that person has one or more prior convictions for alcohol related offenses other than DUI; and where it appears from the person's record and history that his or her criminal activity is related to the disease of alcoholism or drug addiction, that person will be considered eligible for participation in the program notwithstanding his or her prior conviction. A prior conviction for DUI will preclude eligibility.
- C. Where reasons of an extraordinary nature are presented which warrant consideration of a person for participation in the Program, notwithstanding his/her lack of eligibility by virtue of one of more of the above set out exclusions, that person may be considered eligible for participation in the Program by the trial judge.
- D. A diversion report shall be prepared by the Pre-trial Service office of the court and such report shall contain basic pretrial information, record of any past offenses and convictions, record of any prior participation in the diversion program or other similar program, employment status, length of residence in the area, and any other information necessary to determine eligibility and appropriateness of approval to participate in the Diversion Program.

Prior to approval for participation in the Diversion Program the diversion report shall be made available to the County Attorney, the Trial Judge, and the Defendant.

E. Nothing in this rule shall be deemed to limit the authority of the County Attorney to withdraw criminal prosecution in any given case.

Nothing in this rule shall be deemed to limit the ability of the County

Attorney to implement policies and procedures regarding alternatives to
criminal prosecution for individual who are alleged to have violated the
law but who have not been brought before the court.

1002. Approval for Participation

- A. Upon the consent of both the County Attorney and the accused, the trial judge shall approve participation in the Diversion Program for any individual who meets the eligibility requirements established in Section 1001 above unless the trial judge is of the opinion that diversion is inappropriate because:
 - 1. There is a substantial risk that the defendant will abscond from the jurisdiction of the court prior to fulfillment of the terms of the Diversion Contract.
 - 2. There is a substantial risk that the defendant will commit another crime prior to fulfillment of the terms of the Diversion Contract.

- 3. That the defendant is in need of correctional treatment that can be provided most effectively by commitment to the county jail.
- 4. That participation in the Diversion Program would unduly depreciate the seriousness of the defendant's crime.
- B. Consent of the County Attorney to the Persons participation in the Diversion Program shall not be unreasonably withheld. If the County Attorney refuses to consent to the person's participation in the Diversion Program, he/she shall state on the record the reasons therefore.
- C. Upon approval for participation in the Diversion Program, the accused must sign a statement waiving his/her right to a speedy trail. Prior to signing such statement the accused shall be given the opportunity to consult with an attorney if he/she so desires.
- D. Prior to approval for participation in the Diversion Program, the Pretrial Services Office shall present to the trial judge the comments and opinions, if any, of the arresting officer and/or victim of the alleged crime regarding the nature of the offense, the appropriateness of diversion, and suggested terms of the Diversion Contract. While not binding on the trial judge, such comments and opinions, if any, shall be considered by the trial judge in determining approval for participation in the Diversion Program.

- E. Participation by an accused in the Diversion Program shall not constitute an admission or presumption of guilt of the crime charged, shall not be proof of guilt in any subsequent legal action nor shall a Divertee be required to give a confession or admission of guilt. However, nothing contained in this paragraph shall alter or affect the Divertee's obligation to perform all the terms of the Diversion Contract, including restitution, where agreed to.
- F. All records of the Diversion Program, and all statements made by the accused to the Pretrial Officer regarding the offense for which the accused was placed on diversion shall be privileged, shall not be admissible or discoverable for any purpose, shall be exempt from subpoena, and shall be deemed confidential except for the program staff, the trial judge, and the chief district judge, for purposes of program review, monitoring and supervision and shall not be released to any other person or entity without prior written consent of the chief district judge and the accused. However, nothing in this paragraph shall be deemed to prohibit release of information to the victim of a crime regarding an accuseds participation in the Diversion Program.
- G. Upon approval for participation in the Diversion Program, the

 County Attorney shall present to the trial judge any special terms,

 if any, which he/she believes should be included in the Diversion

Contract, or which the arresting officer and/or victim have requested to be included in the Diversion Contract.

While such requests are not binding on the trial judge, they shall be considered by him/her when approving the Diversion Contract.

H. Upon approval for participation in the Diversion Program, the trial judge shall note on the Court docket any special terms which he/she is requiring to be included in the Diversion Contract.

1003. The Diversion Contract

- A. Upon approval of participation in the Diversion Program, the accused shall meet with a Pretrial Officer to establish and agree to a formal contract which will specify the conditions required, the referral services to be used, the length of the contract, and the need, if any, for the accused to make required restitution or perform community service. The contract shall be presented for final approval to the trial judge, and upon its final approval, the terms of diversion shall commence. The Diversion Contract shall contain any special terms required by the trial judge.
- B. The normal contract on each accused shall be for a period of not more than 6 months, unless lengthened by the trial judge.
- C. The Divertee must comply with all provisions of the diversion contract. Violation of contract provisions will subject the

- individual to termination of diversion participation, and reinstitution of criminal prosecution.
- D. At any time the Divertee may voluntarily choose to be terminated from the Diversion Program by submitting a written statement indicting same. Where the termination is prior to the expiration of the contract period and without the consent of the Pretrial Officer, the Pretrial Officer shall refer the case to the County Attorney for prosecution. If the accused does not comply with conditions of his/her Diversion Contract, the trial judge may enter an order terminating the accuseds participation in the program or direct the resumption of the Divertees participation in the Diversion process and reinstatement of the Diversion contract, with any modifications offered by the judge.
 - As with the original Diversion Contract, the accused must agree to the contract modifications, if any, prior to reinstatement.
- E. Upon termination for non-compliance, the County Attorney may initiate prosecution of the accused upon the original charge(s).
- F. Upon successful completion of the Diversion Contract the formal criminal charge, out of which the Diversion Contract arose, shall be formally and fully dismissed, and all official records of said charge shall bear the notation that said charge was dismissed with prejudice.

1004. Fees

The fee for participation in the Program shall be in an amount set by the director of the Administrative Office of the Courts. The court may assess the fee on a sliding scale based on ability to pay or waive the fee entirely in the case of indigence.

Rule 11. Probate

1101. Petitions for Probate

To commence the probate of a decedent's estate, a petition for the appointment of a fiduciary, probate of a will, or similar initial pleading shall be filed in the Probate Division of the Clerk's office, and all required fees paid. Normally, AOC 81-805 may be used. There shall be filed with the petition a completed fiduciary bond form (e.g. AOC 825) with the amount left blank.

1102. Proof of the Execution of Wills

No will offered for probate will be accepted unless proof is submitted to the Court regarding its due execution. This proof may be in the form of oral testimony before the Court, or affidavit.

1103. Notice and Waiver

Unless the person seeking appointment as personal representative is a named Executor in a Will offered for probate, notice of the hearing on the appointment must be given to all heirs at law. This notice must be in writing. Notice may be by ordinary mail at least five (5) days before the

hearing. Proof of service in the form of a copy of the mailed notices and a certificate of service shall be filed in the record with the petition requesting appointment. In lieu of such notice, the Court will accept a waiver from each heir indicating that he or she does not desire to attend the hearing.

1104. Bond and Surety

The personal representative shall be required to make a bond. The amount of this bond shall be the estimated value of the estate for which the fiduciary is entrusted, but the value of real estate will be excluded unless the will grants the power of sale or the fiduciary has petitioned the Court to sell the real estate. Surety will be excused where the will requests that surety not be required or, in the discretion of the Court, where it is deemed unnecessary for the protection of the estate or in instances where a waiver of surety is executed by all parties in interest and filed. Trust companies may pledge their capital stock in the amount of the bond.

1105. Petitions to Dispense With Administration

When there are no probatable assets, or under the appropriate circumstances, the Court may order that administration of the estate be dispensed with. Such orders may be entered upon a petition requesting such relief being filed.

These Rules are adopted pursuant to the authority granted by Rule 78 of the Kentucky Rules of Civil Procedure and SCR 1.040(3), and these Rules, as amended, and any revision and/or addition or deletion to these Rules shall become effective and apply with full force and effect to all actions filed or pending as of the date of their approval by the Chief Justice of the Supreme Court. The Clerk of the Graves Circuit Court shall forward a certified copy of these Rules to the Chief Justice of the Supreme Court, and they shall become effective upon approval of the Chief Justice of the Supreme Court

WITNESS MY HAND this 5 day of
Clerk's Certificate
The undersigned hereby certifies that a true and exact copy of the foregoing Rules of Practice of the Graves District Court as revised on, have this date been filed with the office of the Clerk of the Graves Circuit Court, and a certified copy of said Rules has been forwarded to: Hon. John D. Minton, Jr. Chief Justice Supreme Court of Kentucky Room 231, State Capitol 700 Capitol Avenue Frankfort, KY 40601
on this, 20 .
CLERK, GRAVES CIRCUIT COURT By Deputy Clerk

APPENDIX "A" - Domestic violence Protocol and 24 Hour Access Policy

TWENTY-FOUR (24) HOUR ACCESSIBILITY TO EMERGENCY PROTECTIVE ORERS AND LOCAL JOINT JURISDICTION DOMESTIC VIOLENCE POTOCOL 52ND JUDICIAL CIRCUIT AND DISTRICT GRAVES COUNTY

Pursuant to KRS 403.735, and in compliance with Family Court Rules of Procedure and Practice (FCRPP) Section IV, this local domestic violence protocol is established to ensure twenty-four (24) hour accessibility to emergency protective orders and to establish written procedures for domestic violence matters in which there may be joint jurisdiction between the circuit/family and district courts.

I. Uniform Protocol for Handling Cases

- A. All domestic violence cases must be processed consistent with the rules and procedures set forth in the Kentucky Circuit Court Clerk's Manual.
- B. All cases will be assigned a "D" case number with the appropriate trailer number within the court case management system and may not be consolidated with any other case type.
- C. Domestic violence matters may be reassigned from the district court division to circuit/family court when there is a dissolution/custody proceeding pending.
- D. No county shall adopt a blanket "no-drop" policy. Domestic violence cases are civil matters within the purview of CR 41.01.
- E. Domestic violence cases shall be reassigned or transferred to another circuit under the following circumstances: When there is a pending dissolution or custody matter involving the parties in that Circuit.

II. Twenty-four Hour Accessibility

- A. The following agencies and officers are authorized to take domestic violence petitions and administer oaths to petitioner **during** regular business hours:
 - Graves Clerk of the Courts or any deputy clerk at the Graves County Courthouse, 100 East Broadway, Mayfield, Kentucky, from 8:00 a.m. to 4:30 p.m., Monday through Friday.
- B. The following agencies and officers are authorized to take domestic violence petitions and administer oaths to petitioner **after** regular business hours and weekends:
 - 1. Graves Circuit Court Clerk and all Deputy Clerks;

- 2. Graves County Attorney, Assistant County Attorney and County Attorney's office staff;
- 3. Graves County Jailer and all Deputy Jailers;
- 4. Sheriff of Graves County and all Deputy Sheriffs;
- 5. All officers of the Kentucky State Police;
- 6. All police officers for the City of Mayfield, Kentucky;
- 7. All police officers for the -City of Wingo, Kentucky.
- C. Upon receipt of a petition **during** regular business hours, the authorized agency/officer shall present the petition to the following:

During regular business hours the person receiving and verifying the Petition shall, if possible, deliver the Petition to the Circuit/District Court Clerk's Office and that officer shall immediately present the Petition to the District Judge of the 52nd Judicial District found within Graves County and if the District Judge cannot be located within the county, the Petition shall be presented to the Circuit Judge of the 52nd Judicial Circuit found within Graves County. In the event neither judge can be found within the county, the Petition shall be presented to a District or Circuit Judge found in any county adjoining Graves County.

D. Upon receipt of a petition **after** regular business hours, the authorized agency/officer shall present the petition to:

During hours other than regular business hours, the person receiving and verifying the complete Domestic Violence Petition shall deliver the Petition to the Mayfield Police Department or other appropriate law enforcement agency and an officer of that agency shall immediately present the Petition to the District Judge of the 52nd Judicial District found within Graves County and if the District Judge cannot be located within the county, the Petition shall be presented to the Circuit Judge of the 52nd Judicial Circuit found within the county. In the event neither judge can be found within the county, the Petition shall be presented to a District or Circuit Judge found in any county adjoining Graves County.

- E. Petitions will be reviewed within an hour of presentation to a judge or trial commissioner unless it is impossible due to the unavailability of a judge or trial commissioner.
- F. The schedule for domestic violence hearings is as follows:
 - 1. **Circuit Court** domestic violence hearing shall be scheduled during the court's regular domestic relations motion hour, with all cased being scheduled for each Monday at 1:30 p.m. (excluding holidays) unless otherwise ordered by the circuit judge.
 - 2. **District Court** domestic violence hearings shall be scheduled for any Monday morning at 8:30 a.m. (excluding holidays) unless otherwise ordered by the district judge.

III. Contempt Proceedings

- A. Pursuant to KRS 403.760, civil and criminal proceedings for violation of a protective order for the same violation of a protective order shall be mutually exclusive.
- B. Petitioners seeking to initiate contempt proceedings should contact:
 - During regular business hours, the Graves Clerk of the Courts, or the Graves County Attorney's Office. After regular business hours, the petitioner may request law enforcement to initiate a criminal proceeding.
- C. No petitioner may be held in contempt for failing to appear at a domestic violence hearing or to prosecute a criminal violation of a protective order.

____/Date 4/5/2012

All general orders, forms, policies and procedures relating to domestic violence within the judicial circuit are attached to this protocol and incorporated by reference.

The above protocol is adopted by all judges in the circuit and district.

Timothy C. Stark

Graves Circuit Judge

Deborah Hawkins Crooks

Graves District Judge